

Attachment A

Program Elements and Descriptions

Following is a list of possible CTR program elements that can be included in *Section 5: Commute Trip Reduction Program Overview* of the agency's CTR Program. The definitions are from the *State Commute Trip Reduction Plan; Guidelines for Worksite Programs*. You may expand on these definitions as needed, or develop your own descriptions of each element. To ensure equity and consistency among employees, agencies are strongly encouraged to develop policies for program elements marked with an asterisk (*). Attach copies of policies to the *Agency CTR Program*.

Compressed Work Week *

An alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and biweekly arrangements. Some examples of compressed work week include:

- ❖ **4/40** *Four days/Forty hours.* Commonly referred to as "4-10s". The employee works four 10-hour days in one week, for a total of 40 hours. For example, the employee works from 7:00 a.m. to 6:00 p.m. with a one-hour lunch period on Monday through Thursday, and gets every Friday off.

<i>4/40 Compressed Work Week</i>						
S	Mon	Tue	Wed	Thur	Fri	S
	10	10	10	10	Off	
	10	10	10	10	Off	

- ❖ **9/80** *Nine days/Eighty hours.* The employee works eight 9-hour days and one 8-hour day in two weeks, for a total of 80 hours. For example, the employee works from 8:00 a.m. to 6:00 p.m. with a 1-hour lunch on Monday through Thursday. On the first Friday, the employee works a normal 8-hour day, and gets the second Friday off.

<i>9/80 Compressed Work Week</i>						
S	Mon	Tue	Wed	Thur	Fri	S
	9	9	9	9	8	
	9	9	9	9	Off	

- ❖ Other arrangements may also be included.

(Sample policies are available from GA's State Agency CTR Program.)

Flexible time *

A fixed work schedule whereby an employee is permitted some flexibility in choosing starting and ending times outside of the agency's normal work hours. Although not reducing or eliminating single-occupant vehicle or vehicle miles traveled, employees gain flexibility to use alternative commute modes. RCW 41.04.390 and WAC 356-15-095 recognize that flexible time work schedules alleviate traffic congestion, decrease fuel consumption, provide employees flexibility for child care planning and/or more time with their families, boost morale, and improve productivity. They state: "Therefore, due to the clear advantages to both agencies and employees, the legislature finds that flexible time work schedules should be utilized by agencies to the maximum extent possible."

Flexible time work schedules provide varying times for employees to arrive and depart from work and assist state government in meeting the commute trip reduction goals because it enables some employees to take advantage of transit, carpools, and vanpools. Some examples of flexible time include:

- ❖ 7:30 a.m. to 4 p.m. with a half-hour lunch.
- ❖ 8:30 a.m. to 5:30 p.m. with an hour lunch.
- ❖ 8:10 a.m. to 5:10 p.m. with an hour lunch.
- ❖ 7:45 a.m. to 4:15 p.m. with a half-hour lunch.

Teleworking *

A program where an employee works 1 - 3 days a week at an alternate worksite, such as the employee's home, a satellite office, or a telework center. Teleworking may, but not necessarily, involve the use of telecommunications and/or computer technologies, which allow employees to perform a portion of their assigned duties at an alternate worksite, (*Sample policies are available from GA's State Agency CTR Program.*)

Carpooling with personal vehicles

A motor vehicle occupied by two to six people traveling together for a commute trip that results in the reduction of a minimum of one motor vehicle commute trip. Persons under 16 years of age do not count as a carpool member because they do not eliminate a vehicle trip.

Vanpooling

A vehicle occupied by seven to 15 people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. Vanpools may have a destination other than an employee's worksite and may have employees from other agencies. Vanpools are not limited to vehicles furnished by government agencies. A private party may form a vanpool using a private vehicle, and using a special vanpool license plate. The private party may be exempt from sales/use tax on the vehicle when it is purchased, and from vehicle excise tax any year the vehicle is used as a vanpool. (*RCW 82.08.0287; RCW 82.12.0282; RCW 82.44.015*)

Commuter Ridematching Program

Ridematching programs are an effective way to assist employees in developing carpools and vanpools. The ridematching program identifies employees with similar residence and work locations and provides information about carpools and vanpools. The basic ridematching program consists of a list of people who are interested in sharing a ride to work, either in a carpool or a vanpool. At a minimum, the information needed would include the person's name, home address, work location, phone number, and work schedule. Using the list, potential ridesharing individuals are introduced and encouraged to form carpools and vanpools, sometimes on a "for-trial" basis. This informal process can assist in raising potential ridesharers' comfort levels. There are two ways an agency can provide ridematching services:

1. **Regional System.** A regional resource for a ridematching program is the local transit agency. Most transit agencies have established computer ridematching programs, and provide the service at no charge.
2. **In-House System.** Establishing a ridematching program at the worksite provides employees the opportunity to rideshare with employees who work together.

Fleetrider Program *

In 1979, legislation was passed allowing state vehicles to be used for commuter ridesharing purposes as long as the total operational and capital costs are borne by the users, and state business use of the vehicles is not hindered.

Transit

A multiple-occupant vehicle operated on a for-hire, shared ride basis, including bus, ferry, shared ride taxi, shuttle bus, or vanpool. Transit is actually a broad array of services and facilities, from fixed route to demand response to rail and ferry service. Public transit is an important element of the transportation system of many cities and is a viable commute option for many employees. Transit can be a vital part of worksite commute trip reduction programs in those areas where transit exists. Using transit has the added benefit of counting as zero vehicle trips.

Bicycle

Bicycling offers several special benefits. Bicycling produces no pollution, consumes no fossil fuel, and is an important travel option for employees. Bicycling, on occasion, can provide access to bus transit, and may be an essential link if buses do not stop close to the employment center.

Safe and rain-proof bicycle storage is essential for year-round bicycle commuters. This may consist of a storage space inside buildings (perhaps in a store room or closet), outdoor storage lockers (special lockers designed to store bicycles are commercially available), or racks located under covers with adequate supervision to prevent easy theft.

Although cyclists who travel short distances may be able to ride in their work clothes, many bicyclists need a place to shower and change. If possible, clothes lockers also should be provided for bicycle commuters.

Walking

Walking offers several benefits for employees who live reasonable distances from their worksites. Walking produces no pollution, consumes no fossil fuel, and is an important travel option for employees. Walking provides access to bus transit, and may be an essential link if buses do not stop close to the worksite. Walking offers excellent aerobic exercise. Because of these benefits, walking commute trips receive 20 percent extra commute trip reduction credits.

Although walkers who travel short distances may be able to walk in their work clothes, many walkers need a place to shower and change. Clothes lockers should also be provided for walking commuters.

It is important that state government support employees who walk. Although the number of walkers will be small, state government should encourage walkers by providing flexible time, especially in winter, or other incentives, such as agency umbrellas. Walking should be included in any list of alternative modes in commute trip reduction publicity.

Incentives/Subsidies

See Use of Public Funds Guidelines.

Guaranteed Ride Home Program *

An assured ride home for commuters participating in a commute trip reduction program who are not able to use their normal commute mode. A guaranteed ride home (GRH) program can be the extra boost to ensure a successful CTR program. One of the most common objections employees have to using commute alternatives is that there might be an emergency during the workday and a car would be needed. A guaranteed ride home program can alleviate that fear. Two options are available:

1. *Transit agency or local jurisdiction program.* Several local transit agencies and local jurisdictions offer guaranteed ride home programs. These agencies contract with local taxi companies to provide guaranteed ride home service to eligible employees. Employers subscribe to the service and pay an annual per-employee fee. The agency handles all of the administrative duties, including reimbursement to the taxi companies for service provided.

The Department of General Administration's State Agency CTR Program currently provides and pays for the Guaranteed Ride Home program for state agency worksites in King, Kitsap, Pierce, Snohomish, Spokane, and Thurston counties. *Agencies subscribing to one of these programs do not need to develop a guaranteed ride home policy.*

2. *In-house program ** If your agency has worksites in counties other than the ones listed in #1 above, GA will set up a contract for reimbursement to your worksite. To qualify, a copy of the GRH program for each worksite must be submitted to GA. *The agency's GRH policy should include the following elements, at a minimum:*

- ❖ restrictions (when and where a guaranteed ride home would be offered)
- ❖ limits (number of times and/or number of miles per year each individual could use the service)
- ❖ eligibility (which employees are eligible to participate)

NOTE: State vehicles may be used. However, no non-state employees may ride in state vehicles (i.e., children or spouses who are not state employees, etc.)

Parking *

One of the greatest deterrents to the use of alternative commute modes is abundant and free parking for the majority of state employees. Most state agencies, even those in dense, urban, central business districts, subsidize, in some manner, employee parking. Although rarely acknowledged by employees, free parking substantially reduces the cost of driving to work. Because there is a strong relationship between parking availability and cost and the choice of commute modes, fewer parking spaces and/or charging employees parking fees would assist in the reduction of single-occupant vehicles commuting to the worksite. RCW 43.01.240, passed in 1995, outlines two important parking policies for state agencies. See *Parking Guidelines and Parking Exemption Guidelines*.